Job Aid:

How to Access and Acknowledge Purchase Orders

This Job Aid shows how to:
- Access Purchase Orders (PO) in COMMBUYS
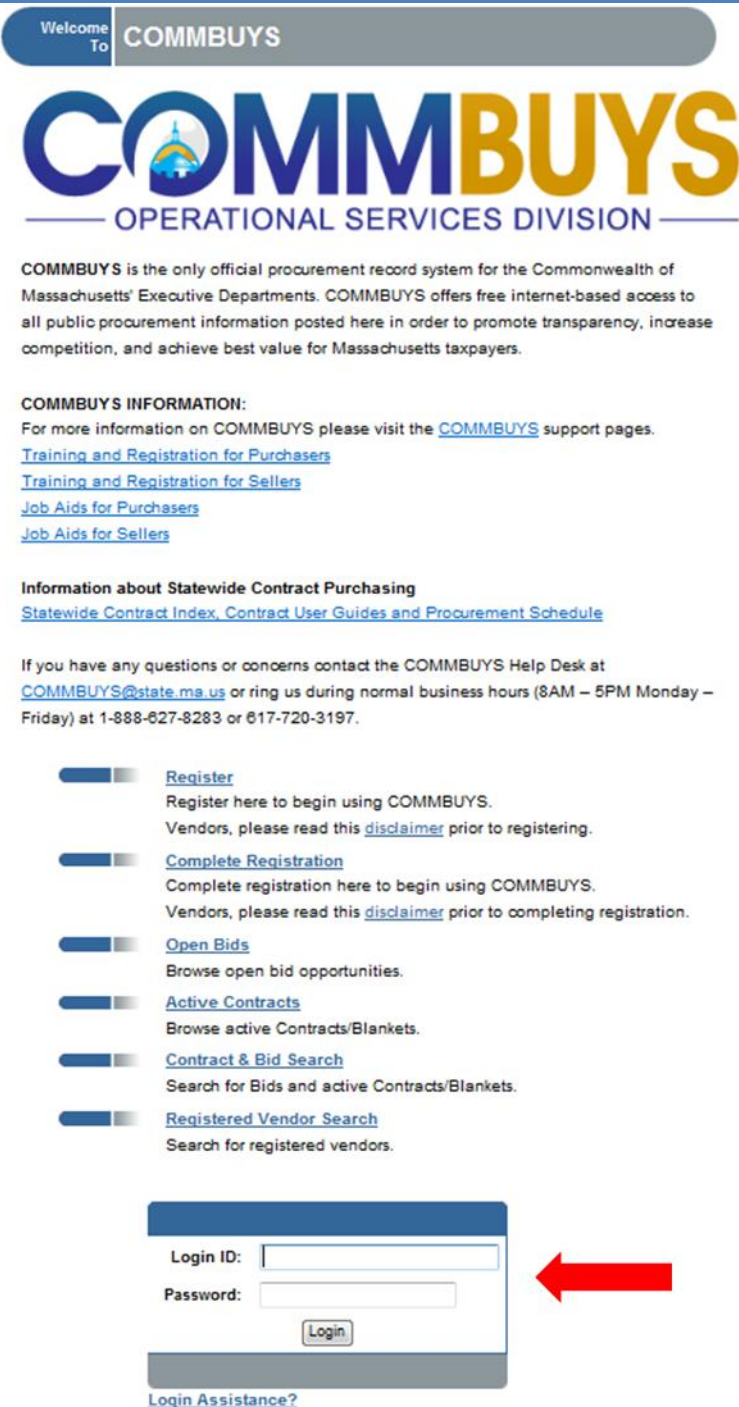- Acknowledge Purchase Orders in COMMBUYS

Of Special Note:
Purchase orders are sent to Sellers through COMMBUYS. These documents require review and acknowledgement and fulfillment based on the buyer's request.

Screenshot	Directions
	Step 1. Access COMMBUYS 1. Launch the COMMBUYS website by entering the URL for COMMBUYS (https://www.commbuys.com) in the browser. 2. Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

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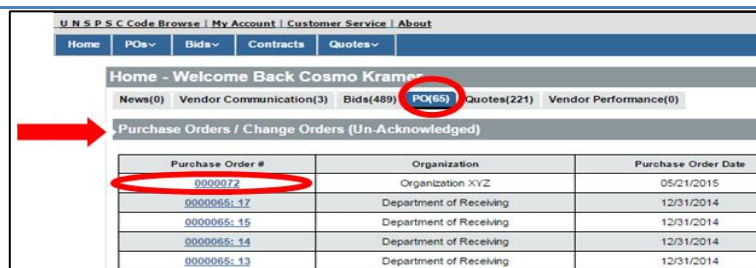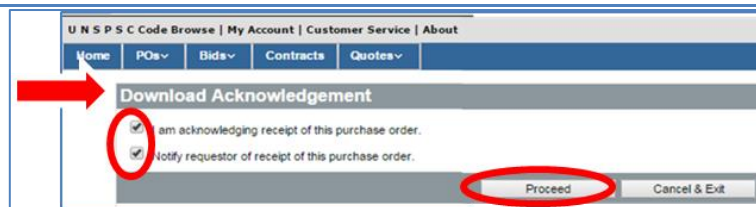| Screenshot	Directions
	Step 2: Seller Control Center This is the Seller Control Center. Here vendors can access COMMBUYS documents. In this job-aid we focus on accessing Purchase Orders. Note the tabs with numbers within parentheses. The numbers indicate the number of documents. For example, there are 65 Purchase Orders available to this seller in the PO tab.
	Step 3: Finding Purchase Orders 1. Click the gray PO tab in the Control Center. 2. A list of Unacknowledged and Sent PO's appears. 3. Click on the hyperlink of the Purchase Order you wish to open. ➡ **Note**: If you elect to receive notification of Purchase Orders by paper mail, the Purchase Order number will correspond to a paper copy of a purchase order you have received by mail.
	Step 4: Acknowledge the PO 1. After selecting the hyperlink of the PO you wish to review and acknowledge the Download Acknowledgement Box appears. 2. Select both statements by clicking on the box preceding them. This indicates you are acknowledging receipt of the PO. 3. Click **Proceed** to continue.

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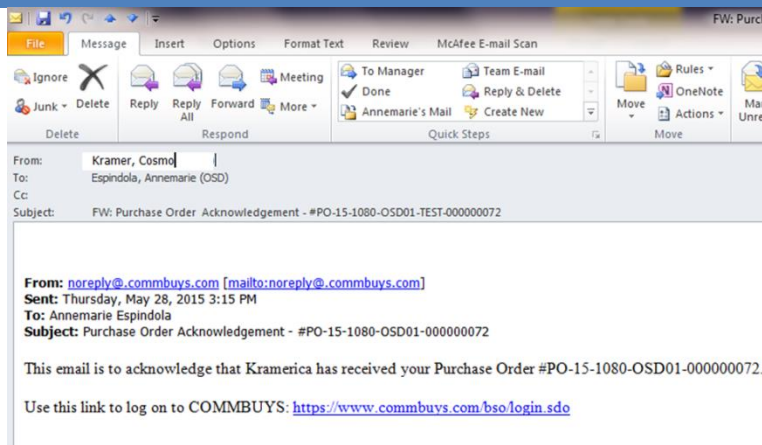
Screenshot	Directions
	Step 5 Acknowledgement Email 1. An acknowledgement email is automatically sent to the Buyer from COMMBUYS notifying them the Seller has acknowledged receiving the Purchase Order.
	Step 6 Review Summary 1. The Summary tab of the PO opens. The Summary Tab displays all the relevant information for the Purchase Order. 2. The PO number appears prominently in the upper left corner of the document. 3. This purchase order detail page shows the customer billing and shipping information, as well as, a list of products they ordered.